

INFORMATION TECHNOLOGY COMMITTEE

February 21, 2012

8:30am

Conference Room 202

Present: Chairman Ron Niemann, Bob Boyle, Marie Wamsley, Mary Paisley, Kim Winslow, Becky Taylor

(1) **Call to Order:** The meeting was called to order at 8:30am by Chairman Niemann

(2) **Proof of Posting:** Ron asked if the meeting was properly posted, and Kim advised that the agenda was posted by the County Clerk's office in the Courthouse, Hospital, Darlington Municipal Building, and the County's website.

(3) **Action on Agenda:** Motion by Boyle, second by Wamsley to approve the agenda as presented. Voice vote, motion carried.

(4) **Action on Minutes:** Motion by Boyle, second by Wamsley, to approve the minutes from the January 17, 2012 meeting as presented. Voice vote, motion carried.

(5) **Update on projects from Rich:** Nothing to report at this time. Rich did not attend the meeting.

(6) **Purchase of a new computer and monitor for Child Support office:** Laurie Neis, who is going to be the new Child Support agent, attended the meeting to propose the purchase a new computer for that office. The current computer is 8 years old, and they have problems with it locking up. A representative from Workforce Development put together some bids for a new computer and monitor, and they were forwarded to Rich. Rich was to put together a quote for today's meeting, but that did not get done. Since we did not have a quote to view, but the equipment needs to get ordered so that it can be here in time for the transition of Child Support position, a motion was made by Boyle, second by Winslow, to approve the purchase of a new computer and monitor for Child Support office not to exceed \$1,200.00. Voice vote, motion carried.

(7) **Refilling full-time IT Coordinator position:** Rich Johnson gave his two-week notice on Friday February 17, 2012. However, with the comp time that he has built up, his last day of work will be Wednesday, February 22<sup>nd</sup>. Ron Niemann spoke with Jack Sauer, who stated that we do not have to go before committees to refill the position. Therefore ads have already been placed in local newspapers, on the Job Center website, Wisconsin TechConnect website, and UW Platteville website. Resume's for the full-time IT position are due by March 7<sup>th</sup>.

(8) **Interim IT Support:** Kim has spoken with Aaron Wolfe – Darlington Reboot, and he has agreed to help us out with the helpdesk calls until we get the new employees hired. Ron also talked to TC Networks and we can place service calls for Jeff Headley for any network or major issues that we may have through their helpdesk line.

The format for placing service calls will remain the same; users should send their service call through the 'support@lafayettecountywi.org' email address, and Kim will contact either Aaron Wolfe or TC Networks, depending on what type of service call it is.

(9) **Part-time IT Tech Support Position:** interviews are being held during this meeting for the part-time IT Tech Support position

(10) **Closed Session pursuant to ss.19.85(1)(c), Wis. Stats. (considering the employment of a public employee) a. Interview applicants for the half-time IT position:** Motion by Boyle, second by Wamsley to convene to closed session pursuant to ss. 19.85(1)(c) Wis. Stats to interview applicants for the half-time I.T. Technical Support position. On a roll call vote, all vote yes.

(11) **Reconvene to Open Session:** Motion by Wamsley, second by Boyle to reconvene to open session. Roll call vote, all voted yes.

(10) **Closed Session pursuant to ss.19.85(1)(c), Wis. Stats. (considering the employment of a public employee) a. Interview applicants for the half-time IT position:** Motion by Wamsley, second by Boyle to convene to closed session for a second time pursuant to ss. 19.85(1)(c) Wis. Stats to interview applicants for the half-time I.T. Technical Support position. On a roll call vote, all vote yes.

(11) **Reconvene to Open Session:** Motion by Wamsley, second by Boyle to reconvene to open session. Roll call vote, all voted yes.

(12) **Discussion and possible action on matter discussed in closed session:** Motion by Wamsley, second by Boyle to offer the half-time I.T. position to Christine Douglas, subject to reference checks being performed prior to the job offer. Starting salary will be \$12.00/hour, with a pay increase to \$13.50/hour once she graduates and receives her degree from Southwest Tech. Marie then amended her motion to include that if Christine asks for a higher salary, Becky has the authority to increase the starting salary not to exceed \$13.50/hour, with a pay increase to \$15.00/hour upon graduation and receiving her degree. Voice vote, motion carried.

(13) **Approval of IT Vouchers:** Kim presented two vouchers. The first voucher was for \$7,176.14. This included the WiscNet Network fee back to July 2011, a new computer for Planning & Zoning that was approved at the January meeting, external hard drive and charges for restoring a database file charged to Data Processing, and some replacement batteries, a ball bearing fan, and a new thermal printer and paper for the Hospital.

The second voucher was for \$37.14, which consisted of two power bricks for the Hospital.

Motion by Boyle, second by Wamsley, to approve the vouchers as presented. Voice vote, motion carried.

(14) **Future agenda items:** review applications received for full-time IT position

(15) **Next meeting date:** March 8, 2012 @ 3:00pm

(16) **Adjournment:** Motion by Wamsley, second by Boyle, to adjourn the meeting. Voice vote, motion carried.